

Salesperson Licensing Instructions & Reminders

- *Salespersons and Finance/Insurance personnel **must** be licensed by January 1, 2008. Salesperson license must be kept on his/her possession at all times.*
- *The Salesperson License is valid for no less than 1 year and not more than 5 years as determined by the applicant's birthday. The renewal fee for Salesperson License is \$10.00 every 5 years.*
- *Late Fee/\$5.00 if not renewed within 6 months after expiration*
- *After 6 months of expiration individuals must start process for new license and pay all initial licensing fees. This includes background check and salesperson test.*
- *Duplicate license fee is \$5.00 for lost, stolen, or destroyed licenses.*
- *Transfer fee is \$5.00 and the division must be notified within ten (10) days. Licensees must obtain a new salesperson photo identification card when transferring to another dealership.*

Salesperson & Finance/Insurance Personnel Employed Prior to Effective Date of June 8, 2006

- Complete Salesperson Licensing Application (*Download form on-line or obtain form at Regional Offices.*)
- Must have employer sign, date, and check appropriate box in the certification section located at the bottom of the application.
- Visit local **Division of Motor Vehicles Regional Office** with completed application and present valid Driver's License or a government issued picture identification.
- Submit fee of \$7.00 for each licensing year and receive Salesperson License photo identification. (*Salesperson License valid for no less than 1 year and not more than 5 years as determined by the applicant's birthday.*)

Salesperson & Finance/Insurance Personnel Employed After Effective Date of June 8, 2006

- Contact the Office of Dealer Services or DMV Regional Offices for fingerprint cards. (*Applicants must have two (2) complete sets of fingerprints available for submittal to the division before testing). Applicants must present a valid Driver's License or government issued picture identification before being fingerprinted.*)
- Complete Salesperson Licensing Application (*Download form on-line or obtain form at Regional Offices.*)

- Applicant's must have the employer sign, date, and check the appropriate box in the certification section located at the bottom of the application.
- Visit local **Division of Motor Vehicles Regional Office** with completed application and fingerprint cards and present valid Driver's License or a government issued pictured identification.
- Submit fee of **\$7.00** for each licensing year. (*Salesperson License valid no less than 1 year and not more than 5 years as determined by the applicant's birthday*). Payment of fee entitles applicant one attempt for passing test (*76% or 19 correct out of 25*). Test can be taken not more than once a week.
- Upon obtaining a passing score the applicant must submit a fee of **\$25.00** for the background investigation.
- After successfully passing the test, paying all required fees, and submitting fingerprints, the division will issue a Salesperson License Photo Identification Card with a temporary status of (90) days until the background is completed.
- The division will notify the applicant via letter regarding his or her permanent status once the background check has been completed and approved. (*Note: The division will automatically update the applicant's temporary license status in the DMV computer system to a permanent license status. It is not necessary to obtain another Salesperson Identification Card*).

MOTOR VEHICLE SALESPERSON LICENSE APPLICATION

Date _____

Salesperson License # _____

Name _____
LAST FIRST MIDDLE

SSN _____
REQUIRED BY FEDERAL LAW -- DOES NOT APPEAR ON LICENSE / ID

D.O.B. _____ Driver License/ID # _____

DL/ID State _____

Dealer# _____ Type _____

Dealer Name _____

List additional locations or dealers on back of application.

Applicants Address _____

City, state, ZIP code _____

Has your address changed since last license / ID issuance? yes ☐ no ☐

Are you a United States citizen? yes ☐ no ☐

Sex _____ Weight _____

Height _____ Eye Color _____

Phone# (Home) _____

(Cell) _____

DMV
USE ONLY

CASHIER:
AFFIX
VALIDATION
HERE

YOU MUST ANSWER ALL OF THE FOLLOWING, AND, IF THE ANSWER IS "YES" TO ANY, YOU MUST SUBMIT DETAILS IN A SEPARATE STATEMENT AND INCLUDE DATE(S).

Has either your application or your privilege to sell motor vehicles ever been suspended, revoked, or refused as a salesperson or dealer in this or any other state? INITIALS _____

Have you ever had your dealer license revoked or have you ever been employed by a dealer whose license to deal in motor vehicles was revoked or suspended? INITIALS _____

Have you individually or as an owner, business partner, officer or director of a business entity been convicted of a felony and/or committed a fraudulent act or omission or repeatedly defaulted in financial obligations in connection with the buying, selling, leasing, rental or otherwise dealing in motor vehicles, recreational vehicles or trailers? INITIALS _____

Do you owe a child support obligation, that is more than six months in arrears, or the subject of a child support related warrant, subpoena or court order? INITIALS _____

Have you done any act(s) which would justify suspension or revocation of a salesperson's license under section nine of this article? INITIALS _____

SALESPERSON LICENSE REQUIRED FEES

Y N
☐ ☐

Background
Investigation

\$25

Employed after 6/08/06

☐ ☐

License Renewal

\$10

☐ ☐

License Per Year

\$7

Issued For 3-7 Years: \$21-\$49

☐ ☐

Duplicate

\$5

☐ ☐

Transfer

\$5

Complete entire form. All information requested is mandatory. INCOMPLETE FORMS WILL NOT BE PROCESSED.

Certification of Applicant

I hereby certify, under penalty of perjury, that the statements made herein are true and accurate to the best of my knowledge, information and belief. I will engage in the business of selling motor vehicles only for the dealer(s) for which the Dealer Licensing Section has so authorized.

APPLICANT

SIGNATURE

DATE

Certification of Dealer

☐ It is hereby certified that the above named person is/was employed and duly appointed as a salesperson by the undersigned, a licensed motor vehicle dealer.

☐ I hereby certify that the above named person was employed as a salesperson on or before June 8, 2006.

DEALER

SIGNATURE

DATE

DEALER NO.

Additional Dealerships and Locations

1	_____	Dealer No. _____
2	_____	Dealer No. _____
3	_____	Dealer No. _____
4	_____	Dealer No. _____
5	_____	Dealer No. _____